



FACILITY MAINTENANCE SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To assist in supervising and participate in the City's facility maintenance services and to perform a variety of technical duties relative to assigned area of responsibility.

Supervision Received and Exercised:

Receives general supervision from the Assistant Field Services Superintendent - Facility Maintenance or from other supervisory or management staff.

Exercises direct supervision over assigned facility maintenance personnel.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. For a listing of a specific position's essential job functions, see the recruitment bulletin at time of job opening.

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for building maintenance services; implement policies and procedures.
- Plan, prioritize, assign, supervise and inspect the work of staff involved in facility maintenance activities including HVAC repair, carpentry, masonry, electrical, plumbing, painting and plastering for the maintenance, remodeling and rebuilding of existing facilities or in the construction of new facilities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

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Facility Maintenance Supervisor (continued)

- Perform the full range of building maintenance duties as required; perform electrical, plumbing, carpentry, locksmithing and HVAC maintenance and repair duties in the upkeep of City building facilities; operate the full range of equipment and tools related to assigned activities.
- Coordinate the purchase of materials, supplies and equipment for work projects; schedule and supervise the testing and preventative maintenance of a variety of electrical equipment.
- Troubleshoot, maintain and repair the City's lock system.
- Prepare sketches and/or blueprints for maintenance staff to follow in performing repairs or alterations.
- Participate in the energy conservation program; monitor energy usage and regulate systems using a computer.
- Receive requests for service and prioritizes work according to the urgency of the request.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience performing journey level building maintenance duties.

Training:

Equivalent to the completion of the twelfth grade supplemented by completion of a building trade apprenticeship program.

Licenses/Certifications:

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

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Job Code: 8920

Salary Range: 32

FLSA: Non-Exempt